



The Glen Ivy Center is currently seeking a person with wide-ranging computer skills to assist in the upgrade of our computer network and related systems. This work would be in exchange for room and board while living at Glen Ivy. The duration of this assignment, as well as other details are negotiable. Please contact David Washington at 951-277-8701 ext. 314 for more information.

Partial List of IT Intern Tasks

Work with our in-house IT Team to develop and maintain equipment, systems and services for computers, office machines, and telephones:

- Computers and office networking
 - Establish and maintain uniform administrator control on all computers.
 - Ensure the security of the office network:
 - Develop backup protocol and backup schedule for all data.
 - Ensure that essential data is backed up on schedule.
 - Organize shared files and drives for optimum use of workstations.
 - Hardwire office network for increased reliability.
 - Organize and stock spare parts from used machines.
 - Discard obsolete software and plan for software upgrades as need demands.
- Internet Access
 - Ensure that internet security for the office network is in place and operating.
 - Ensure that internet access is operating properly for the office and guest access.
 - Document procedure for investigating internet connection failure.
 - Assist visitors and guests in internet access connection.
- Telephone
 - Transfer telephone and internet services to the T1 line.
- Website Development
 - Develop website capacity to:
 - Register for classes and events.
 - Make payments for classes and products.
 - Upload and download mp3's and video files.
 - Webcast.